

# The City of Torrance is currently accepting applications for **INFORMATION TECHNOLOGY INTERN II**

## EXAMPLE OF DUTIES

While the Information Technology Intern needs to have flexibility in different areas, the primary activity for the current opening will focus on GIS technologies and the City's address point database. Responsibilities may include but are not limited to the following areas:

### Automation Project Requirements Gathering

*Work with City Departments to document requirements as needed for automation  
Review Processes and software applications to recommend improvements  
Document application procedures  
Develop Surveys*

### Web, Internet, GIS, Open Source, Cloud Computing

*Research new trends and public sector applications  
Research opportunities to use open source applications  
Research cost saving opportunities with application development, cloud computing, virtual Desktops, etc.  
Assist with GIS application and data updates  
Assist with mobile applications design, programming, and implementation*

### Computers, Servers, Tablets, Mobile Devices

*Research new trends in hardware  
Research new management software for mobile devices  
Research ways to integrate mobile devices with existing computer services  
Research new vulnerabilities and security practices  
Assist with equipment inventory*

### Information Technology Policy

*Assist with policy review  
Research policies in place at other public agencies*

### Marketing and Training

*Create marketing and presentations to align public administration and technology  
Assist in developing Training  
Assist with application or new system testing*

### Legislation

*Learn to track technology related bills on the internet, security, Open Data  
Research bills impact on the City  
Attend at least one Legislative Liaison meeting*

### Other special projects/assignments to be determined

*Attend and take notes at special ad hoc committees, joint Council/Commission, and community meetings*



<b>Salary:</b>	\$17.41- \$21.16 per hour DOE IT Interns are non-benefited positions
<b>Hours:</b>	Part-time, 20 hours per week (flexible schedule available.) Occasional evening and weekend hours.
<b>Term:</b>	Six months
<b>Majors:</b>	Information Systems, Information Technology, Computer Science, or related field
<b>Apply by:</b>	Open until filled

## POSITION OVERVIEW

We are currently looking for a dedicated, flexible individual with a sincere desire to be mentored in the area of IT while serving as an IT Intern II in the **Communications and Information Technology Department**. This position provides assistance of a generalized and/or specialized nature to Information Technology personnel. Performs assignments ranging from routine administrative tasks to complex and varied professional, confidential, and specialized assignments. Job responsibilities may include research, report writing, data compilation and analysis, coordination of projects and programs, presentation preparation, assistance with day-to-day departmental operations and other related duties as required.

## IDEAL CANDIDATE

This is an entry-level position for college or graduate students interested in pursuing a career in Information Technology. Candidates must demonstrate an understanding of principles and practices of computer support, computer programming, requirements development, program design, and office automation; excellent oral and written skills and the ability to understand and follow complex written and oral instructions; the ability to establish and maintain effective working relationships with associates and the public; proficiency in MS Office Word, Excel and PowerPoint; Access, desktop publishing, and graphic design knowledge highly desirable. **GIS, ESRI, SQL and AutoCAD skills are highly desirable.**

**Candidates must be a college student, graduate student, or recent graduate.**

## HOW TO APPLY

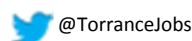
Position will be open until filled. Interested candidates must submit an online application which is available at <http://www.TorranceCA.Gov/Jobs> and the following documents:

- Application
- Supplemental questionnaire

Only those candidates whose training and experience **best** meet our requirements will be invited to the interview.

If you have questions about this rewarding opportunity, please contact Brianne King, HR Technician, at 310.618.2956 or [BKing@TorranceCA.Gov](mailto:BKing@TorranceCA.Gov).

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## CITY OF TORRANCE

### Information Technology Intern SUPPLEMENTAL QUESTIONNAIRE

Please respond to the following questions. There are two things to keep in mind: your ability to communicate your skills and experience will be important in determining whether you are invited to interview with us; and, more is not necessarily better. You should review the position statement and the requirements listed in the job announcement before you complete this questionnaire. **Please keep answers to two pages.**

1. What interests you about Public Service?
2. Why do you want to work for the City of Torrance?
3. What are your expectations from the experience as an Information Technology Intern in the Communications and Information Technology Department?
4. What assets do you see yourself bringing to the job? Please be specific and include relevant skills and experience i.e. software aptitude, current technology, marketing, customer service, presentations, etc.
5. What is one major challenge facing individual cities that computer automation can help manage or improve service? (solution not required)